

Australian

Anaesthesia Allied

Health Practitioners

04/12/15

CONSTITUTION

CONSTITUTION

AAAHP (Formerly ASAPO) Constitution 2015

Modified by Ray Murtagh AAAHP Registrar

Australian Anaesthesia Allied Health Practitioners

2

AIMS

- **Security and Preservation of employment as Anaesthesia Technicians, Paramedical Officers**
- **Further education and Continuing Professional Development.**
- **Promote the Society Nationally as a professional body Throughout Australia.**
- **To facilitate the free exchange of information between Regions.**

OBJECTIVES

- **Working toward National Registration.**
- **To achieve professional status and recognition for the registrant of the Society.**
- **Monitor complaints of accredited registrants through the appropriate state bodies.**
- **To remodel Policy and Procedures.**
- **To present a united voice for Anaesthesia practitioners throughout Australia**
- **To upgrade, protect and advance the interests of the Society and its registrants.**
- **To promote the Code of Ethics and publish and maintain a Code of Practice applicable to the registrants there of.**

- **To encourage advancement in relation to education and work.**
- **To collaborate with external educational professional bodies in regards to National Standard's**

CONSTITUTION*AAAHP (Formerly ASAPO) Constitution 2015**Modified by Ray Murtagh AAAHP Registrar**Australian Anaesthesia Allied Health Practitioners***CODE OF ETHICS**

All registrants of the Society are required to abide by the Following "Code of Ethics" which has been promoted not only For the benefit of the registrant, but also for the protection of The patient.

1. Carry out duties with skill, care and judgment in such a Way as to promote and protect the rights and wellbeing of The patient and provide patient advocacy.
2. Confidentiality for the patient shall be respected and Maintained at all times.
3. Work as a part of a multidisciplinary team and respect The role of other team members.
4. Work within your scope of practice
5. Endeavour to achieve and maintain individual high standards of knowledge and to impart such knowledge to fellow Colleagues.

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Australian Anaesthesia Allied Health Practitioners

1. NAME

The name of the Society (hereinafter called "the Society") shall be the Australian Anaesthesia Allied Health Practitioners (AAAHP)

2. REGISTERED ADDRESS

The **Official Postage** address of the Society shall be:

AAAHP

Secretary

PO Box 656

Lavington

NSW

Australia 2641

3. OBJECTIVES

The objectives of the Society shall be by lawful means:

3.1. Promote education for all registrants. Making available, up to date Information on all aspects of the profession.

3.2. To protect and advance the interests of the Society.

3.3. To achieve professional status and recognition for the registrants Of the Society.

3.4. To receive and disseminate information amongst registrants and Others.

3.5. To promote a Code of Ethics and Code of Conduct applicable to Registrants thereof.

3.6. To promote the intellectual and general advancement of the Registrant of the Society.

3.7. To facilitate where considered necessary and to advocate the rights

Australian Anaesthesia Allied Health Practitioners**CONSTITUTION**

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4. APPLICATION OF INCOME AND PROPERTY

The income and property of the Society from whatever source derived shall be applied solely towards the promotion of the object of the Society as set forth in this Constitution.

4.1. No portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, and profit or otherwise to persons who at any time are or have been registrant.

4.2. Nothing contained herein shall prevent the payment in good faith of remuneration to any Officer or Registrants of the Society or to any other person in return for any services actually rendered to the Society or lawfully due to any registrant.

4.3. Any monies secured, in the name of the Society, by any of its Officers as contribution, donation or sponsorship is to be paid directly and immediately into the Societies accounts, such funds are to be used as to their intended purpose. Any other funds are then to be used as per the discretion of an executive committee meeting.

4.4. All ad-hoc expenditures above \$200 must be authorised by executive committee of five committee members.

5. Registration**Voluntary Registration**

5.1 Any person resident in Australia, New Zealand who have successfully completed such examinations and training as may be prescribed or recognised by the Society may become a FULL registrant of the Society.

New regions may be added to the Society by a vote of a two third majority of the Committee of the Society. FULL Registrants have exclusive voting rights.

5.2 Student Registration

Current Student registration is \$25 and must comply with all documentation listed on website

5.3 Associate Membership

An Associate Member is a person not eligible for full membership, who expresses an interest in AAAHP and wishes to receive the journal and other AAAHP literature.

Associate Members are not entitled to take part in AAAHP meetings and have no voting rights. Associate Membership does not imply that an individual is qualified or competent to practice as an Anaesthetic Technician.

CONSTITUTION*AAAHP (Formerly ASAPO) Constitution 2015**Modified by Ray Murtagh AAAHP Registrar**Australian Anaesthesia Allied Health Practitioners***6 REGISTRATIONS AND EXPULSION OF REGISTRANT****6.1 REGISTRATION**

6.1.1 Provision for full registration to AAAHP is available to any person holding a recognised AAAHP qualification.

6.1.2 A Register of acceptable qualifications will be maintained by the Registrar of AAAHP. The criteria for acceptability will be based on the standards of qualification laid down for all Affiliated Associations as per National Office of Overseas Skills Recognition (NOOSR).

6.1.3 Application for continued Full Registration of a Committee Registrant who is temporarily leaving the profession (e.g. going overseas, working in an allied area). This registration will exist for a restricted time period as deemed by the Committee. The application must be presented to a Committee Meeting for evaluation.

6.1.4 Application for registration of any class of registrant outlined in this Constitution shall be referred to a Committee Meeting, in its absolute discretion, accept or reject any application without giving any reason thereof.

6.1.5 Upon an application being either approved or rejected by the Committee, the Public Relations Officer shall, with as little delay as possible, notify the applicant in writing of the Committee's decision.

6.1.6 If an application for registration is approved by the Committee, upon receipt of payment of the initial joining fee and annual subscription, the Registrar Officer shall enter the applicant's name in the Register of Registrants where upon the applicant becomes a registrant of the Association.

CONSTITUTION*AAAHP (Formerly ASAPO) Constitution 2015**Modified by Ray Murtagh AAAHP Registrar**Australian Anaesthesia Allied Health Practitioners***6.2 SUSPENSION AND EXPULSION OF REGISTRANT**

Subject to this rule, the Committee may recommend by resolution to be passed by two-thirds of the Committee registrant present and voting at a Committee Meeting of the Association, that a registrant be either expelled from the Association or have their rights and privileges as a registrant suspended, if in the opinion of the AAAHP Committee the registrant has been guilty of conduct detrimental to the interests of the Association.

6.3 Where the AAAHP Committee recommends that a registrant be either expelled or suspended, then the Public Relations Officer of AAAHP shall, without undue delay, cause to be served by certified mail on that registrant a notice in writing:

6.3.1 giving details of the date, time and location of the Committee Meeting;

6.3.2 specifying the reasons for the recommended expulsion or suspension and in cases of recommended suspension, the proposed period of time of the suspension; and

6.3.3 Informing the registrant of his or her right to be heard during the Committee Meeting before the Committee finally votes on the matter.

6.4 At an AAAHP Committee Meeting convened for the purpose of this rule:

6.4.1 No business other than the issue of the recommended expulsion or suspension shall be transacted;

6.4.2 The Committee may place before the meeting details of the reasons for the recommended expulsion or suspension;

6.4.3 The registrant who has been recommended for expulsion or suspension shall be given the opportunity to show natural justice except under extreme circumstances at the discretion of the Committee.

6.4.4 The committee present shall then vote by secret ballot on the question of whether or not the resolution to expel or suspend the registrant should be passed...

Australian Anaesthesia Allied Health Practitioners

CONSTITUTION

AAAHP (Formerly ASAPO) Constitution 2015

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Australian Anaesthesia Allied Health Practitioners

6.4.5 Grounds for recommending the expulsion of a registrant shall include but shall not be limited to the following

6.4.6 Conviction of possession of a prescribed or illicit unlawful substance

6.4.7 Conviction of any criminal offence.

6.4.8 Serious breach of Code of Ethics of the Association

6.5 All minutes and transcripts from meetings held for purposes of expulsion or suspension must be sent by certified mail, to the secretary of AAAHP without undue delay. All documentation is to be treated with confidentiality.

7 LIFE REGISTRATION

Any registrant who has given distinguished service to the Society may on recommendation of the Committee and by the resolution of a General Meeting of the Society be elected to Life Registration of the Society. A Life Registrant shall have all the rights and privileges of registration and shall be entitled to hold office and to take part and vote at any meeting but shall not be liable to pay any subscriptions or levies.

8 RESIGNATION OF REGISTRANT

Any registrant may resign or withdraw their voluntary Registration from the Society by giving not less than one calendar months' notice of his/her intentions so to do in writing and such a registrant shall continue to be a registrant until the expiration of the period of such notice and shall be entitled to the rights and privileges of the type of registration until the date of expiry of such notice.

9 MANAGEMENT

The management of the affairs of the Society shall be vested in the Committee of the Society, which shall consist of a President, Vice-President, Secretary (who shall be the Public Officer of the Society and carry out and discharge the duties of that office as required by law), Treasurer, Registrar, Public Relations Officer, Education Officer, whom are elected from the possible 9 state representative elected at the AGM.

2 - NSW

2 - QLD

2 -Vic

2 -WA

1 -ACT

A quorum shall be for all meetings of the Committee by any five (5) of such officers. Only those members who have held continuous membership to AAAHP for 3 years ,are eligible for executive roles.

Refer to role description appendix A , AAAHP Duty Description

NB: Removed "The *Duty of the Officer:*" into appendix A which is the AAAHP Duty Description

CONSTITUTION*AAAHP (Formerly ASAPO) Constitution 2015**Modified by Ray Murtagh AAAHP Registrar**Australian Anaesthesia Allied Health Practitioners***10 ELECTION OF OFFICERS TO EXECUTIVE COMMITTEE**

The President, Vice-President, Secretary, Treasurer, Public Relations Officers and Registrar ,Education Officer

shall be elected at an Annual General Meeting. All

members of the Committee shall be retired every second year, but shall be eligible for re-election. Nominations for election to the Executive Committee shall be made at an Annual General Meeting and/or on line from the elected state representatives. If nominations received exceed the number required for the various offices, a secret ballot shall be taken via postal or on line. In the event of a tie taking place in a ballot the scrutineer shall so inform the President who shall have the casting vote and who shall then announce the result of that ballot.

11 GENERAL MEETINGS

11.1 A General Meeting shall be held once in a calendar year at such a time (not being more than 18 months after the holding of the last preceding meeting) and as may be prescribed by the Society in General Meeting, or, in default, at such a time and at such a place as the Committee shall appoint in default of an Annual General Meeting being so held, a General Meeting shall be held in the month next following and may be convened by two (2) Full Registrant in the same manner as nearly as possible as that in which meetings are to be convened by the Committee.

12 NOTICE OF GENERAL MEETINGS.

12.1 At the discretion of any committee member notice shall be given specifying the place, the day and the hour of meeting and, in case of special business, the general nature of that business shall be given in manner hereinafter mentioned, or in such manner, if any, as may be prescribed by the Society in General Meetings to such persons as are, under the regulations of the Society, entitled to receive such notices from the Society.

CONSTITUTION*AAAHP (Formerly ASAPO) Constitution 2015**Modified by Ray Murtagh AAAHP Registrar**Australian Anaesthesia Allied Health Practitioners*

12.2 Any such notice shall be deemed to be duly given if left at or forwarded by prepaid post to the registered address of the Regional Area.

12.2. The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any registrant shall not invalidate the proceedings at any meeting.

13 PROCEEDINGS AT GENERAL MEETINGS

13.1 All business of which notice is given shall be deemed special that is transacted at General Meetings and all that is transacted at an Annual General Meeting, with the exception of the consideration of the accounts, balance sheets and the report of the Committee and Auditors, the election of the Committee and other Officers in the place of those retiring by rotation and the fixing of the remuneration of the Auditors.

13.2 If within fifteen (15) minutes from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisitioning of registrant, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place and if at the adjourned meeting a quorum is not present within fifteen

(15) Minutes from the time appointed for the meeting, the registrant present shall be a quorum.

13.3 If the President is not present within fifteen (15) minutes after the time appointed for holding the meeting, or is unwilling to act as President, the Vice-President shall preside unless he is not present or is unwilling to act as President, then the Committee registrant present shall choose someone of their number to be Chair of that meeting.

Australian Anaesthesia Allied Health Practitioners**CONSTITUTION***AAAHP (Formerly ASAPO) Constitution 2015**Modified by Ray Murtagh AAAHP Registrar**Australian Anaesthesia Allied Health Practitioners*

13.4 The President may, with the consent of any meeting at which a quorum is present (and shall, if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for seven (7) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of adjournment or of the business to be transacted at an adjourned meeting.

13.5 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is (before or on the declaration of the results of the show of hands) demanded by at least two (2) registrant present in person entitled to vote and unless a poll is so demanded a declaration by the President that a resolution has, on a show of hands, been carried unanimously, or by a particular majority,

or lost, and an entry to that effect in the book of the proceedings of the Society shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

13.6 If a poll is duly demanded it shall be taken in such a manner as the President directs and unless the meeting is adjourned the results of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.

13.7 In the case of an equality of votes, whether on a show of hands or on a poll, the President of the meeting at which the show of hands takes place

or at which the poll is demanded shall be entitled to a second casting vote.

13.8 A poll demanded on the election of a President, or on a question of adjournment, shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the President of the meeting elects.

14 MEMBERS OF THE COMMITTEE

The office of any registrant of the Committee shall be vacated if the Committee registrant;

14.1 Fails to attend three (3) consecutive meetings of the Committee without good and sufficient reason.

Australian Anaesthesia Allied Health Practitioners**CONSTITUTION**

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Australian Anaesthesia Allied Health Practitioners

14.2 Through ill health or business reasons is unable to attend his/her duties as a registrant of the Committee.

14.3 Becomes bankrupt.

14.4 By his/her conduct or continual quarrelling with other registrant, or by political activities or sectarianism, brings discredit upon the movement. E.g. co-operation must exist within the Executive Committee.

14.5 Fails to take an active interest in the control and management of the Society.

14.6 Where a vacancy by reason of death or otherwise occurs during the year amongst the registrant of the Committee, such vacancy shall be filled by the state body the member belonged to. Any registrant of the Committee may be removed from his/her office when a resolution to that effect is passed by a two-third majority of the Committee of the Society convened for that purpose.

15 DUTIES AND POWERS OF THE COMMITTEE

The Committee shall have the following duties and powers:

15.1 Control the assets of the Society and to invest any funds of the Society in such manner as it sees fit.

15.2 To advise on appropriate action and agreements in relation to industrial matters.

15.3 To enter into contracts and agreements for the purpose of regulating supplies of commodities to its registrant.

15.4 Generally to manage, control and direct the affairs of the Society and carry its object into effect.

16 COMMITTEE MEETINGS

The Committee shall meet every eight- (8) weeks. The method of acceptable

meetings shall be either in person at an agreed place and time or by electronic media (Teleconferencing /Videoconferencing) at a time as agreed

by registrant of the Committee.

Australian Anaesthesia Allied Health Practitioners**CONSTITUTION**

AAAHP (Formerly ASAPO) Constitution 2015

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Australian Anaesthesia Allied Health Practitioners

17 AUDIT

The Auditor for the Society shall be appointed by the executive committee and shall appoint a chartered accountant to audit the accounts of the Society at least once in every financial year and also certify the Annual Balance Sheet.

18 INSPECTION OF BOOKS AND REGISTER

Any Committee registrant or registrant of AAAHP may inspect the Books of Account,

Minute Books and Register of Registrant of the Society at the office of the Society on making a written application so to do to the Secretary who shall thereupon fix a date and time for such inspection without undue delay.

19 BANK ACCOUNT

Operation upon the funds of the Society shall be by cheque signed by 2 of the following - Treasurer, President or Registrar. On line electronic banking will be the treasurer's responsibility.

20 ALTERATION OF CONSTITUTION

This Constitution may be added to, repealed or amended at any Annual General Meeting of registrant provided a notice of the proposed addition, deletion or alteration is set out in the notice paper convening the meeting and provided also that no such resolution shall be effective unless carries on a majority of two-thirds of the Ordinary Registrant of the Society present and voting at such a meeting.

21 DISSOLUTION OF SOCIETY OR DISTRIBUTION OF ASSETS

21.1 A General Meeting called for the purpose may, by a majority of two thirds of the Committee registrant present and eligible to vote, resolve to dissolve the Society and if such a resolution is confirmed by a similar majority at a subsequent General Meeting held not less than twenty-one

(21) Nor more than twenty-eight (28) days thereafter, then the Society shall be dissolved.

21.2 If on the winding up or dissolution of the Society there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the registrant of the Society but shall be given or transferred to the Associations in equal portions or a Registered Charitable Organisation nominated by a consensus of the General Meeting at the time of dissolution.

Australian Anaesthesia Allied Health Practitioners**CONSTITUTION***AAAHP (Formerly ASAPO) Constitution 2015**Modified by Ray Murtagh AAAHP Registrar**Australian Anaesthesia Allied Health Practitioners***22 CONFERENCES AND DISTRIBUTION OF FUNDS**

Each state shall be responsible for hosting the AAAHP Annual Conferences and Trade Display in a rotation of regions and venues.

22.1 No one region shall hold this conference for Two years after holding said conference.

Venues include;

- Sydney
- Melbourne
- Brisbane
- Perth

22.2 A Conference Committee is formed by host state and is responsible for all correspondence, liaisons, recruitment of speakers etc. associated with this conference. Funds, as requested in writing by each host state, will be provided by AAAHP if necessary to assist. The Executive Committee of AAAHP has sole rights to accept or reject any payment at any stage.

22.3 Correspondence for the purposes of an AAAHP Conference and Trade Display shall be distributed on AAAHP letterhead. Copies of this to be held by host state and copies to be sent to the Secretary.

22.4 All funds received, by whatever means (sponsorships and delegates) for this conference shall be paid into AAAHP general account. A receipt shall be issued for all funds received.

22.5 All debts or accounts payable shall be paid upon the receipt of an invoice or written request for payment from the AAAHP general account. Method of payment shall be by cheque account or electronic transfer.

22.6 Each Host Region shall in the planning of the AAAHP conference be entitled to send one representative to one Major Conference in any Region under the AAAHP Constitution to promote and attract delegates to their Conference. This funding of one delegate shall be under the following conditions,

22.6.1 The representative must be a senior organiser of the host regions AAAHP Conference Committee or AAAHP Public Relations Officer.

22.6.2 It shall be one committee person per term of the AAAHP Committee only.

22.6.3 All funding shall be based upon reasonable accommodation

Australian Anaesthesia Allied Health Practitioners**CONSTITUTION***AAAHP (Formerly ASAPO) Constitution 2015**Modified by Ray Murtagh AAAHP Registrar**Australian Anaesthesia Allied Health Practitioners*

rates, airfares and transfers only. All other reasonable costs shall be met by the member and approved by AAAHP Committee. Quotes for travel expenses must be provided prior to any payments.

22.6.4 The representative nominated by the host region, must be agreed to by a majority of the AAAHP Executive Committee at a meeting held to discuss this point.

23 EDUCATION AND TRAINING FUND

This Society will establish and maintain a separate fund account for the purposes of meeting the Aims and Objectives of this Society and will attempt to make available to registrant of AAAHP funds to meet or partially meet a written request for funds for continued education and training. The allocation of funds must be passed by a majority by AAAHP's Executive Committee.

The applicant must:

23.1 Apply in writing. Applications must be on approved forms.

23.2 Provide a copy of registration forms and content of program.

23.3 Provide an article to the AAAHP Newsletter based upon the education or training that they have undertaken.

24 COMMITTEE MEMBERS EXPENSES

Members of the AAAHP Committee can claim upon written application to the Treasurer for a payment of expenses, which must meet the following criteria.

All claims for expenses must be accompanied with receipts.

| Claims for expenses are to be submitted and are to be approved by the president and treasurer of AAAHP before payment.

| Committee members are to receive a \$60 per day allowance to cover meals when attending such events as;

Committee meetings

| Public Relation meetings

Promotional tours

| Support visits

Meetings associated with advancement of society

Union meetings

| Representation of society

Executive Committee members shall receive full funding to attend the associations National Conference.

Committee members are to receive free registration at conferences or education days when assisting with the event.

• Committee members are to have all travel expenses paid for by society in relation to societies dealings when traveling interstate except when

Australian Anaesthesia Allied Health Practitioners**CONSTITUTION**

AAAHP (Formerly ASAPO) Constitution 2015

Modified by Ray Murtagh AAAHP Registrar

Australian Anaesthesia Allied Health Practitioners

attending the National Conference, such as;

- Taxi, Bus, Train and Air fair
- Parking fees
- Committee members are to have accommodation paid for by society when traveling interstate except when attending the National Conference. No other costs will be paid for other than the accommodation, such as
 - Mini bar
 - Dining expenses
- Committee members are to receive free society registration and to have full financial benefits to the society, such as voting rights.

CONSTITUTION*AAAHP (Formerly ASAPO) Constitution 2015**Modified by Ray Murtagh AAAHP Registrar**Australian Anaesthesia Allied Health Practitioners***Archives of Association****DEFINITION OF TERMS as ASAT**

“Region” A region is an existing Association, as at the 26th Day of March 1999,

within Australasia that has been formed for the development and benefit of Anaesthesia Technicians in Australasia whose registrant have received recognised training that has been approved by that region as Anaesthesia Technician or Assistant but whose registrant is predominately Anaesthesia Technicians of which their role has been described in a Job Description Form specific to the role they perform as an Anaesthesia technician.

Each Region must have a Constitution and have within this Constitution documented the Aims, Objectives and a “Code of Ethics” relevant to that Region as well as hold documentation or a register of all qualifications that are acceptable by that Region including the names, addresses and other relevant information on their registrant. This information is to be held in good faith and with strict security and confidentiality.

On this day, being the 26th Day of March 1999, the following Regions within

Australasia have been admitted as Registrant Associations of the Australasian

Society of Anaesthesia Technicians;

Queensland Society of Anaesthesia Technicians- QSAT.

Australasian Society of Anaesthesia Technicians (N.S.W.)

- ASAT (NSW).

Victorian Society of Anaesthesia Technicians- VSAT.

Western Australian Society of Anaesthesia Technicians (Inc.)

- WASAT (Inc.).

New Zealand Society of Anaesthesia Technicians- NZSAT.

Signed on behalf of the Committee and Registrant of the Australasian Society of Anaesthesia Technicians.

Chris Evans

Chris Evans

Chairman Australasian Society of Anaesthesia Technicians,

Dated this day the 26th March 1999.

Australian Anaesthesia Allied Health Practitioners**CONSTITUTION**

AAAHP (Formerly ASAPO) Constitution 2015

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Australian Anaesthesia Allied Health Practitioners

DEFINITION OF TERMS as ASAPO

Amendment of Constitution

On this day, being the 15th Day of November 2002, the Australasian Society of Anaesthesia Technicians formally changed its name to the Australasian Society of Anaesthesia Paramedical Officers. This change was carried out in accordance

with the Constitution and in accordance with the rules of an Incorporated Association. From this day forward the society shall be known as the Australasian Society of Anaesthesia Paramedical Officers.

“Region” A region is an existing Association, as at the 15th Day of November 2002,

within Australasia that has been formed for the development and benefit of Anaesthesia Technicians, Paramedical Officers and Assistants in Australasia. Their members must have received recognised training that has been approved by that region and this Society (ASAPO) as an Anaesthesia Technician, Paramedical Officer or Assistant. Their members are predominately Anaesthesia Technicians/Paramedical/Scientific Officers of which their role has been described in a Job Description Form specific to the role they perform as an anaesthesia technician/paramedical officer/technical officer.

On this day, being the 15th Day of November 2002, the following Regions within

Australasia have been admitted as Member Associations of the Australasian

Society of Anaesthesia Paramedical Officers;

Queensland Society of Anaesthesia Technicians- QSAT.

Australasian Society of Anaesthesia Technicians (N.S.W.)

- ASAT (NSW).

Victorian Society of Anaesthesia Technicians- VSAT.

Western Australian Society of Anaesthesia Technicians (Inc.)

- WASAT (Inc.).

Signed on behalf of the Committee and Registrant of the Australasian Society of Anaesthesia Paramedical Officers.

Chris Evans

Chris Evans

Chairman Australasian Society of Anaesthesia Paramedical Officers,

Dated this day the 15th November 2002.